

Discussion Item

Swimming Pool Working Group

**PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NUMBER _____
SWIMMING POOL GROUP
TERMS OF REFERENCE**

WHEREAS, Article III, Section Two of the Parkfairfax Condominium Unit Owners Association Bylaws assigns the Board of Directors with “. . . all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association” and further states that the Board of Directors “. . . may do all such acts and things as are not by the Condominium Act, the Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association”; **AND**

WHEREAS, the Board of Directors, from time to time, may desire to have advice concerning swimming pool contract specifications, rules and regulations, maintenance, and future development; **AND**

WHEREAS, the Board of Directors recognizes the need to obtain recommendations concerning pool use and services provided by or through the Association;

NOW THEREFORE, BE IT RESOLVED THAT, there be established an Ad Hoc Swimming Pool Working Group to advise and assist the Board of Directors in matters related to swimming pools.

A. RESPONSIBILITY

The primary responsibility of the Swimming Pool Working Group is to advise and assist the Board of Directors by performing reviews and studies of those things related to the maintenance and integrity of the swimming pools, reviewing the establishment and enforcement of pool rules and regulations, and reviewing the provision of contract services by or on behalf of the Association.

At the direction of the Board of Directors, the group may review and make recommendations on the following specific areas under these terms:

1. Make recommendations regarding the conditions and needs of the pool facilities. This review can include the upkeep, maintenance, and adequacy of the pool facilities, equipment, and furniture, including the changing rooms and areas surrounding each of the pools. It can also include recommendations related to Unit Owners renting pool space for personal use.
2. Propose general guidelines and regulations for pool use, including general rules, enforcement, season length, and hours of use.
3. At the direction of the Board, the Swimming Pool Group may poll residents to assess the needs of the community. All polling questions must be preapproved by the Board.

B. MANNER OF ORGANIZATION

1. **MEETINGS:** The Swimming Pool Working Group shall meet as often as they deem necessary. They must convene in full compliance with Administrative Resolution Number Thirty-Two.
2. **REPORTING:** The Swimming Pool Working Group shall prepare two summary reports for the Board of Directors: (1) at the conclusion of its evaluation of the prior pool season and before the 2024 pool opening; and (2) at the conclusion of the 2024 pool season.
3. **MEMBERSHIP:** Shall consist of no more than five (5) members who shall represent a cross-section of community pool users, including at least one member with children and at least one senior. All members should be active Parkfairfax pool users.
4. **TERMS OF APPOINTMENT:** The Swimming Pool Working Group shall convene upon appointment of its members by the Board and present all reports on the 2024 pool season no later than the November 2024 Board meeting, after which its member terms will end.

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NOW THEREFORE, BE IT RESOLVED THAT, there be established an [Ad Hoc](#) Swimming Pool Working Group to advise and assist the Board of Directors in matters related to swimming pools.

A. RESPONSIBILITY

The primary responsibility of the Swimming Pool Working Group is to advise and assist the Board of Directors by performing reviews and studies of those things related to the maintenance and integrity of the swimming pools; reviewing the establishment and enforcement of pool rules and regulations; ~~reviewing and reviewing~~ the provision of contract services by or on behalf of the Association; ~~refining budgetary procedures; and recommending cost efficient methods of usage and services.~~

At the direction of the Board of Directors, the group may review and make recommendations on the following specific areas under these terms:

1. ~~Make recommendations regarding Assess-the~~ conditions and needs of the pool facilities. This review ~~can will~~ include the upkeep, maintenance, and adequacy of the pool facilities, ~~equipment, and furniture,~~ including the changing rooms and areas surrounding each of the pools. ~~It can also include recommendations related to Unit Owners renting pool space for personal use.~~
2. ~~Work with the General Manager or the General Manager’s designee to evaluate contracted services, including seasonal management as well as individual maintenance and renovations.~~

- ~~3.2.~~ Propose general guidelines and regulations for pool use, including general rules, enforcement, [season length](#), and hours of use.
- ~~4.~~ ~~Based on assessed needs, make budget proposals on the upkeep, maintenance, and infrastructure of pool facilities, as well as recommendations related to renting pool space for personal use by Unit Owners.~~
- ~~5.3.~~ At the direction of the Board, the Swimming Pool Group may poll residents ~~and/or perform reasonable actions designed~~ to assess ~~and meet~~ the needs of the community. [All polling questions must be preapproved by the Board.](#)
- ~~6.~~ ~~The Swimming Pool Group may make other proposals related to and within the scope of these Terms of Reference.~~

B. MANNER OF ORGANIZATION

1. **MEETINGS:** The Swimming Pool Working Group shall meet as often as [they deem](#) necessary. They ~~must~~[may](#) convene in [full compliance with Administrative Resolution Number Thirty-Two](#). ~~person, through conference call or audiovisual device, or a combination of both, so long as all members and any participants can clearly hear and speak to one another.~~
2. **REPORTING:** The Swimming Pool Working Group shall prepare two summary reports for the Board of Directors: (1) at the conclusion of its evaluation [of the prior pool season](#) and ~~before~~ [prior to](#) the [2024](#) pool opening; and (2) at the conclusion of [the 2024](#) pool season.
3. **MEMBERSHIP:** [Shall consist of no more than five \(5\) members who shall represent a cross-section of community pool users, including at least one member with children and at least one senior. All members should be active Parkfairfax pool users.](#)
- ~~2.4.~~ **TERMS OF APPOINTMENT:** [The Swimming Pool Working Group shall convene upon appointment of its members by the Board and present all reports on the 2024 pool season no later than the November 2024 Board meeting, after which its member terms will end.](#)

Dana Cross

From: Dave Bush <akhetequus@earthlink.net>
Sent: Thursday, September 14, 2023 2:18 PM
To: Dana Cross
Cc: Lisa Harger
Subject: Pool Working Group
Attachments: Swimming Pool Working Group - 9.13 Draft - clean.doc

Please find attached a proposed AR for a Swimming Pool Working Group to be placed under discussion on the agenda for the September meeting of the Board. Please include this email as background to the proposed resolution.

As a short background, this resolution was inspired by an email from Lisa Harger on July 12th concerning the use of the pool. Because in the next few years we will be studying how to proceed on renovation of our 45+ year pools I thought this would be a good time to form a working group not only to provide suggestions on immediate pool management, but also begin the educational process for what will undoubtedly be a very expensive undertaking down the pike.

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At the direction of the Board of Directors, the group may review and make recommendations on the following specific areas under these terms:

1. Assess conditions and needs of the pool facilities. This review will include the upkeep, maintenance, and adequacy of the pool facilities, including the changing rooms and areas surrounding each of the pools.
2. Work with the General Manager or the General Manager’s designee to evaluate contracted services, including seasonal management as well as individual maintenance and renovations.
3. Propose general guidelines and regulations for pool use, including general rules, enforcement, and hours of use.

4. Based on assessed needs, make budget proposals on the upkeep, maintenance, and infrastructure of pool facilities, as well as recommendations related to renting pool space for personal use by Unit Owners.
5. At the direction of the Board, the Swimming Pool Group may poll residents and/or perform reasonable actions designed to assess and meet the needs of the community.
6. The Swimming Pool Group may make other proposals related to and within the scope of these Terms of Reference.

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1. **MEETINGS:** The Swimming Pool Working Group shall meet as often as necessary. They may convene in person, through conference call or audiovisual device, or a combination of both, so long as all members and any participants can clearly hear and speak to one another.
2. **REPORTING:** The Swimming Pool Working Group shall prepare two summary reports for the Board of Directors: (1) at the conclusion of its evaluation and prior to the pool opening; and (2) at the conclusion of pool season.